RTO POLICY

Training Package Transition Policy

PURPOSE

The purpose of this document is to outline the policy of managing the transition from a superseded or deleted Training Package Qualifications, or Units of Competency, and/or expired accredited courses.

POLICY

It is the Policy of Master Plumbers Association of South Australia Inc to ensure that:

- All Training and Assessment is completed and the appropriate AQF Certification is issued to Learners who have completed a superseded AQF Qualification, or Learners are transferred into the replacement product within one year of from the date the replacement training product was released on the National Register

- All Training and Assessment is completed and the appropriate AQF Certification is issued to Learners who have completed a removed or deleted AQF Qualification within two years of from the date of removal listed on the National Register

- All Training and Assessment is completed and the appropriate AQF Certification is issued to Learners who have completed a removed or deleted skill set, unit of competency or accredited course within one year of from the date of removal listed on the National Register

- No new enrolments are accepted into a Training product which has been removed or deleted from the National Register

Master Plumbers Association of South Australia Inc ensures the requirements listed above are adhered to by:

- The National Register of VET (www.training.gov.au) is checked monthly and at least one staff member is subscribed for updates and changes to all qualifications / courses on MPA's Scope.

- Current Training Packages / Qualifications / Unit of Competency under MPA's Scope of Registration is listed on the RTO Register and is updated immediately should any changes occur

- MPA Staff are subscribed to update Newsletters including ASQA, National Register of VET, NCVER, Department of Education and Training, VET and Network Australia

RTO POLICY (Continued)

- Continuous Improvement Register is maintained to ensure any updates and changes are implemented

- VETtrak System training package is kept up to date and any superseded or deleted training programs are removed immediately to prevent any new enrolments into a superseded or deleted qualification / unit.

- A reminder is set up in Microsoft Outlook and sent to at least 2 Staff Members should a Training Package be updated or deleted to remind staff of the deadline requirements for issuing AQF Certification and / or transferring students into the updated package.

Note: The requirements specified in Clause 1.26 (a) of the Standards for Registered Training Organisations (2015) do not apply where a training package requires the delivery of a superseded unit of competency.

Revision Record

Date	Version	Revision
25/11/2015	1.0	Document created to ensure compliance with transition requirements in RTO Standards (2015)
8/2/2016	2.0	Updated process and document reference updates